How to Use *Reference*USA – U.S. Business Module

1. Single click on Business Database.
2. You can search one of two ways: Quick Search or Custom Search.

QUICK SEARCH:

- Quick Search lets you search by company name, city, state or phone number.
- After you have entered all of the criteria that you wish to search by, single click on "Search Now."
- All of the records that meet your search criteria will be displayed in groups of 25. Use the page numbers to search through the numerous pages of records.
- To view a full profile for a specific record, click on the company's name in blue. This will give you all of the information available for that specific company.

CUSTOM SEARCH:

- Custom Search lets you search using any combination of search fields. To get to the custom search, just single click on the tab that says "Custom Search."
- After you have entered all of the criteria that you wish to search by, single click on "Create Search Form."
- Fill in the specific criteria you wish to search by in the "Search Criteria Fields" screen and single click on "Search Now."
- All of the records that meet your criteria will be displayed in groups of 25. Use the page numbers to search through the numerous pages of records.
- To view a full profile for a specific record, click on the company's name in blue. This will give you all of the information available for that specific company.

TO DOWNLOAD:

- The number of records that can be downloaded at one time is noted at the bottom of the screen.
- Select the records you wish to download by using the checkboxes on the left-hand side of the screen.
- Single click on "Download" at the top of the screen.
- Select your level of detail. "Summary" will give you company name, address, city, state, ZIP and phone number. "Detailed" will give you a full profile.
- Single click on "Download" to download the information for the selected records.

TO PRINT:

- The number of records that can be printed at one time is noted at the bottom of the screen.
- Select the records you wish to print by using the checkboxes on the left-hand side of the screen.
- Single click on "Print" at the top of the screen.
- Select your level of detail. "Summary" will give you company name, address, city, state, ZIP and phone number. "Detailed" will give you a full profile.
- Single click on "Print" to display the information.
- Click on your browser print button to print the information.

SEARCH TIPS:

- You can use an asterisk (*) to do a wildcard search. This can only be done in the company name and executive name search fields.
- When choosing geography selects for a city, choose the "City, State" choice (not "City, State" AND "State").
- When searching under company name, be as simple as possible.
- If your library has more than one module (example: U.S. Businesses, U.S. Residents, Health Care, Canadian Business, and/or Canadian Residents) note that they all function the same way, to make ReferenceUSA database modules easy to use!

SAMPLE SEARCHES

U.S. Business Database

1. I would like to find all florists in the Metro Statistical Area (MSA) of Houston.

2. Where is the headquarters for Nike? What is their sales revenue? Are they on the Fortune 1000 list? What's the latest news and headlines?

3. Can you give me a list of all of the advertising companies with under 49 employees in Huntsville, AL?

4. A patron needs to find family entertainers for a benefit party in the state of New Hampshire. He brings you the following SICs: 7929 and 5963.

5. I am traveling to Key West, Florida, and I want to charter a boat during my stay. How many charter boat companies can I choose from?

6. I need to find all of the home-based businesses in Colorado that were established in the year of 2003-2006.

7. I am researching for a class project manufacturing companies in Kentucky and I need ones with web addresses.

U.S. Residential Database

1. Locate a person with the last name Hanson who lives in Arizona with a median home value of over $250,000.

2. Locate people with the name James who live in Atlanta, Georgia with a median home income of under $40,000.

3. Locate all the people in area code 785 with a home value of $125,000-249,999.

4. I am planning a family reunion for the Pinkney family. We are primarily from CA and AZ.

5. Find people who live on Haverford Drive in Papillion, Nebraska.

U.S. Health Care Database

1. Locate a German educated physician in New York.

2. Find a doctor who graduated from Yale medical school in 1982.

3. Locate a female dermatologist in Arizona.

4. Find a dentist who is 40-45 years old and practices in the San Francisco MSA.

5. Locate a Physician who writes 75+ prescription and sees over 100 patients per week in Oklahoma City, Oklahoma.

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